

		Cost per person per course / workshop Excluding VAT	Duration	January 2026				February 2026				March 2026				April 2026			
Computer Literacy		R 5 500.00	3		7-9				9-11		23-25	4-6					20-22		
Excel	Level 1: Basic	R 3 750.00	2		5-6		26-27		9-10			2-3			30-31		7-8		
	Level 2: Intermediate	R 3 750.00	2		14-15		28-29		16-17	23-24		9-10		25-26		1-2	13-14		
	Level 3: Data Management	R 6 000.00	2			19-20		2-3					16-17			9-10			
	Level 4: Complex Formulas	R 6 000.00	2			21-22										1-2		23-24	
	Visual Basic for Applications	R 8 250.00	3							25-27									28-30
	Master Class	R 8 250.00	3		7-9				11-13				11-13					20-22	
Word	Level 1: Basic	R 3 750.00	2		5-6			2-3				2-3			30-31				
	Level 2: Intermediate	R 3 750.00	2			12-13		4-5						18-19			15-16		
	Level 3: Advanced	R 6 000.00	2			14-15												23-24	
PowerPoint	Level 1: Basic	R 1 900.00	1				30							20				17	
	Level 2: Intermediate	R 3 750.00	2				26-27		12-13			4-5			23-24		9-10		
	Level 3: Advanced	R 6 000.00	2					4-5					9-10					15-16	
Microsoft Visio		R 5 500.00	2																
CorelDRAW		R 8 250.00	3				28-30								25-27				
Access	Level 1: Basic	R 3 750.00	2		12-13										23-24		7-8		
	Level 2: Intermediate	R 6 000.00	2			21-22							11-12						
	Level 3: Advanced	R 6 000.00	2						16-17					16-17					
Outlook	Level 1: Mail	R 1 900.00	1		15			6				6							
	Level 2: Personal Management	R 1 900.00	1			22							13						
Project	Level 2: Intermediate	R 6 000.00	2						18-19									13-14	
	Level 3: Advanced	R 6 000.00	2																
Introduction to PowerBI		R 6 000.00	2			19-20			18-19					18-19					
Any Soft Skills not Scheduled are Scheduled on Demand																			
Assertiveness Skills		R 2 750.00	1											27					
Business & Telephone Etiquette		R 2 750.00	1		15														
Business Writing Skills		R 2 750.00	1							26									29
Conflict Management		R 2 750.00	1										20						
Customer Service		R 2 750.00	1																
Diversity Skills		R 5 500.00	2																
Emotional Intelligence		R 2 750.00	1					6											
Finance for Non-Financial Managers		R 5 500.00	2																
Grammar Essentials		R 2 750.00	1			22													28
Leadership Skills		R 2 750.00	1																
Leadership & Supervisory Skills		R 5 500.00	2																
Minute Taking		R 2 750.00	1							27									30
Presenting Skills		R 2 750.00	1														17		
Negotiation Skills		R 2 750.00	1																
Presenting with PowerPoint		R 5 500.00	2																
Problem Solving		R 2 750.00	1																
Professional Office Assistant		R 2 750.00	1																
Professional Sales Skills		R 5 500.00	2																
Stress Management		R 2 750.00	1																
Time Management		R 2 750.00	1																

		Cost per person per course / workshop Excluding VAT	Duration	May 2026				June 2026				July 2026				August 2026			
Computer Literacy		R 5 500.00	3	6-8					10-12				1-3			27-29	5-7		
Excel	Level 1: Basic	R 3 750.00	2	4-5			25-26		8-9						13-14		3-4		
	Level 2: Intermediate	R 3 750.00	2	6-7		18-19			10-11						22-23		5-6		24-25
	Level 3: Data Management	R 6 000.00	2		11-12			1-2			29-30				15-16			12-13	
	Level 4: Complex Formulas	R 6 000.00	2							22-23						27-28		17-18	31
	Visual Basic for Applications	R 8 250.00	3		13-15			3-5							22-24				
	Master Class	R 8 250.00	3		11-13					24-26					15-17			19-21	
Word	Level 1: Basic	R 3 750.00	2	4-5		18-19			8-9			1-2					3-4		26-27
	Level 2: Intermediate	R 3 750.00	2							22-23			6-7					17-18	
	Level 3: Advanced	R 6 000.00	2			25-26		1-2			29-30					30-31		10-11	
PowerPoint	Level 1: Basic	R 1 900.00	1					5							24			21	
	Level 2: Intermediate	R 3 750.00	2					3-4					8-9				12-13		
	Level 3: Advanced	R 6 000.00	2		14-15				18-19					13-14				19-20	
Microsoft Visio		R 5 500.00	2						18-19				8-9						
CorelDRAW		R 8 250.00	3				27-29			24-26									
Access	Level 1: Basic	R 3 750.00	2																31
	Level 2: Intermediate	R 6 000.00	2										6-7					26-27	
	Level 3: Advanced	R 6 000.00	2																
Outlook	Level 1: Mail	R 1 900.00	1	7										17			14		
	Level 2: Personal Management	R 1 900.00	1						12			3					7		
Project	Level 2: Intermediate	R 6 000.00	2			20-21									20-21				24-25
	Level 3: Advanced	R 6 000.00	2																
Introduction to PowerBI		R 6 000.00	2			20-21									20-21				
Any Soft Skills not Scheduled are Scheduled on Demand																			
Assertiveness Skills		R 2 750.00	1										10						
Business & Telephone Etiquette		R 2 750.00	1															28	
Business Writing Skills		R 2 750.00	1			28									30				
Conflict Management		R 2 750.00	1																
Customer Service		R 2 750.00	1															28	
Diversity Skills		R 5 500.00	2																
Emotional Intelligence		R 2 750.00	1										10						
Finance for Non-Financial Managers		R 5 500.00	2														10-11		
Grammar Essentials		R 2 750.00	1			27										29			
Leadership Skills		R 2 750.00	1																
Leadership & Supervisory Skills		R 5 500.00	2																
Minute Taking		R 2 750.00	1			30									31				
Presenting Skills		R 2 750.00	1																
Negotiation Skills		R 2 750.00	1																
Presenting with PowerPoint		R 5 500.00	2																
Problem Solving		R 2 750.00	1														14		
Professional Office Assistant		R 2 750.00	1																
Professional Sales Skills		R 5 500.00	2																
Stress Management		R 2 750.00	1						17										
Time Management		R 2 750.00	1						17										

		Cost per person per course / workshop Excluding VAT	Duration	September 2026				October 2026				November 2026				December 2026			
Computer Literacy		R 5 500.00	3	2-4					7-9				4-6				2-4		
Excel	Level 1: Basic	R 3 750.00	2		7-8				5-6				2-3			30	1		
	Level 2: Intermediate	R 3 750.00	2			14-15	30	1			19-20				16-17			7-8	
	Level 3: Data Management	R 6 000.00	2		7-8						12-13			9-10					14-15
	Level 4: Complex Formulas	R 6 000.00	2	1			21-22					26-27				23-24		7-8	
	Visual Basic for Applications	R 8 250.00	3	2-4								28-30				25-27			
	Master Class	R 8 250.00	3		9-11						14-16				11-13				
Word	Level 1: Basic	R 3 750.00	2				21-22		5-6				2-3			30	1		
	Level 2: Intermediate	R 3 750.00	2					30	1									9-10	
	Level 3: Advanced	R 6 000.00	2					28-29				26-27				23-24			14-15
PowerPoint	Level 1: Basic	R 1 900.00	1				23										4		
	Level 2: Intermediate	R 3 750.00	2						7-8				4-5				2-3		
	Level 3: Advanced	R 6 000.00	2		9-10					14-15				11-12				9-10	
Microsoft Visio		R 5 500.00	2																
CorelDRAW		R 8 250.00	3													25-27			
Access	Level 1: Basic	R 3 750.00	2	1															
	Level 2: Intermediate	R 6 000.00	2								12-13			9-10					
	Level 3: Advanced	R 6 000.00	2			14-15					19-20				16-17				
Outlook	Level 1: Mail	R 1 900.00	1				23		9				6						
	Level 2: Personal Management	R 1 900.00	1		11					16			13					10	
Project	Level 2: Intermediate	R 6 000.00	2								21-22				18-19				
	Level 3: Advanced	R 6 000.00	2			16-17													
Introduction to PowerBI		R 6 000.00	2			16-17					21-22				18-19				
Any Soft Skills not Scheduled are Scheduled on Demand																			
Assertiveness Skills		R 2 750.00	1						2										
Business & Telephone Etiquette		R 2 750.00	1														10		
Business Writing Skills		R 2 750.00	1									29							
Conflict Management		R 2 750.00	1																
Customer Service		R 2 750.00	1						2										
Diversity Skills		R 5 500.00	2																
Emotional Intelligence		R 2 750.00	1																
Finance for Non-Financial Managers		R 5 500.00	2																
Grammar Essentials		R 2 750.00	1									28							
Leadership Skills		R 2 750.00	1																
Leadership & Supervisory Skills		R 5 500.00	2				28-29												
Minute Taking		R 2 750.00	1									30							
Presenting Skills		R 2 750.00	1																
Negotiation Skills		R 2 750.00	1																
Presenting with PowerPoint		R 5 500.00	2																
Problem Solving		R 2 750.00	1																
Professional Office Assistant		R 2 750.00	1																
Professional Sales Skills		R 5 500.00	2																
Stress Management		R 2 750.00	1																
Time Management		R 2 750.00	1																